

Date Initialized \_\_\_\_\_ APPOINTMENT TIME: \_\_\_\_\_

\*\*\*\*\*READ AND PRINT INFORMATION BELOW CLEARLY\*\*\*\*\*

NAME \_\_\_\_\_ SSN \_\_\_\_\_  
(Last First Rank)

Phone# \_\_\_\_\_.

(Circle one): (RET, ETS, PCS, CHAPTER).

Please list any appointments (date/time) we may NEED to schedule around. (EX: doctor/transportation)  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**PLEASE have a copy of order with any amendments/DA31 (Leave Form) when making your appointment.**

**PLEASE CIRCLE THE APPROPRIATE ANSWERS BELOW TO ALL QUESTIONS**

Are you separating from the Army? YES NO

Are you serviced by the 126<sup>th</sup> Finance Battalion? YES NO

Are you serviced by the 82<sup>nd</sup> Finance Detachment? YES NO

Do you need information on your new duty station? YES NO

Do you have an E-mail account from Fort Bragg?  
e.g. last name @bragg.army.mil YES NO

Do you reside in On-Post housing ? YES NO  
When is your final inspection date? \_\_\_\_\_

What date will you SIGN OUT of your unit to LEAVE FORT BRAGG? \_\_\_\_\_

**Soldier who have not departed within 30 days of installation level clearance will be issued a new clearance record.(AR 600-8-101)**

ORDER NUMBER \_\_\_\_\_ DATE OF ORDERS \_\_\_\_\_  
Top left Top right